

**COLLEGE WORK EXPERIENCE STUDENT
(CLERICAL)**

DEFINITION:

Under general supervision, provides a variety of routine to difficult clerical support to various City offices, which may include receptionist duties, typing, word processing, record keeping, and filing; performs related work as required.

CLASS CHARACTERISTICS:

College Work Experience Student performs duties related to those of the entry level class of Office Assistant I clerical series. Under close supervision, incumbents learn office and City procedures. As experience is gained, there is greater independence of action within established guidelines.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Act as receptionist and receive and screen visitors and telephone calls providing factual information regarding City activities and functions.
2. Communicate tactfully and effectively with the public.
3. Process work using correct English grammar, punctuation and spelling.
4. File documents and perform routine office support functions.
5. Process out-going mail and make deliveries to City Council members.
6. Perform other job related duties as assigned.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Open and distribute incoming mail, and receive over-night mail and packages including delivery to mail slots and individual office staff.
2. Prepare and update a variety of reports using a typewriter, word processor, and/or personal computer, following established formats.

College Work Experience Student (Clerical):

MARGINAL/PERIPHERAL JOB FUNCTIONS (continued):

3. Order and distribute office supplies.

QUALIFICATIONS:

Knowledge of:

1. Basic office practices and procedures, including filing and the operation of standard office equipment.
2. Correct English usage, including spelling, grammar, and punctuation.

Skill in:

1. Developing and maintaining effective working relationships with those contacted in the course of the work.
2. Understanding and carrying out oral and written directions.
3. Maintaining accurate records and files.
4. Performing detailed clerical work accurately.

Ability to:

1. Rapidly learn the specific procedures and terminology of the organizational unit to which assigned.
2. Communicate orally and in writing in a clear manner.
3. Maintain effective working relationships with office staff.
4. Work well in a position requiring high public contact.
5. Operate standard office equipment.

OTHER QUALIFICATIONS:

1. Current enrollment in college.
2. Course work in business, computers, accounting or other related fields of study.

College Work Experience Student (Clerical):

MACHINES/TOOLS/EQUIPMENT UTILIZED

1. Telephone
2. Answering machine
3. Postage meter
4. Shredding machine
5. Paper cutter
6. Automatic stapler
7. Files, reports, forms, pencils and pens
8. Computer monitor, keyboard and printer
9. Copy machines
10. Fax machines
11. Typewriter

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting
5. Lifting up to 30 lbs.
6. Manual dexterity

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

1. Indoors: normal office conditions, 99% of the time
Travel: varying conditions, 1% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels